

OSA 2420-62

29 November 1962

MEMORANDUM FOR : Deputy Director (Research)

SUBJECT : Monthly Air Activities Forecast

REFERENCE : Memo for DAD/OSA from DD/R, Dated 27 November 1962;
Subject: "Preparation of the Monthly Forecast"
(DD/R 794-62)

1. It is easy to understand your sense of frustration over last-minute, hasty looks at the monthly forecast, and I would like to assure you that we will do everything possible to comply insofar as we can with your desire to see the document in a more timely fashion.

2. In partial explanation of our last month's behavior, I should like to say that one of the reasons we have historically followed the prescribed timing for submission of Special Group papers is that this enables us to take into account activities approved for a given month which may be in the process of being conducted during the last few days of the month just prior to the submission for the next month. If you do not object, I would like to counter with the suggestion that you give us until the close of business on the Friday preceding the Special Group's meeting rather than the Thursday date which you have selected. In case you were concerned over the fact that I signed for you on the last paper, this was because it was my understanding that you were to be out of town at [REDACTED] the following morning and were unavailable for signature the preceding afternoon.

25X1C4c

Acting Assistant Director
(Special Activities)

25X1A9a

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Air Activities Forecast

adm - 7

FROM:

AAD/OSA *[Signature]*

NO.

OSA 2420-62

DATE

29 November 1962

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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DD/R

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file

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Dr. S - It seems we did not get our point across. I had a call yesterday from [REDACTED] 25X1A9a bemoaning the fact that if they are obliged to submit it the Thursday preceding the Thursday on which it is to be considered, it will have to be redone in order to reflect the action of the Special Group at the preceding Thursday's meeting. However, Minnie informed me off the record that they do not even begin to prepare the forecast until the last minute. It seems to me the forecast could be prepared in draft and then last-minute changes could easily be inserted so as to be on your desk in finished form by the 25X1A9a Friday as [REDACTED] suggests here. [REDACTED] said something also about the time delay in 25X1A9a receiving copies of the minutes so they know what action to take and how to amend the forecast. What next?

Let's let it stand for Friday. COR.